

**Bureau for Private Postsecondary and Vocational Education**

1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834

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www.bppve.ca.gov

May 1, 2007

Dear School Owner:

The purpose of this letter is to provide you with information regarding payment of Annual Fees as we approach the Bureau's sunset on June 30, 2007. Many schools continue to ask if they can make partial payments of Annual Fees owed to the Bureau due to the pending sunset. I hope that this notice will clarify the frequently raised questions on this subject. Please be advised that the Bureau for Private Postsecondary and Vocational Education (BPPVE) does not have the authority to waive the annual fee or the penalty fee. Section 74000 (f) of Title 5 of the CCR states in part:

(f) (1) If an institution fails to pay its annual fee and penalty fees within 30 days after the annual fee was due, the Bureau shall send the institution a notice by first class mail indicating the Bureau's intent to initiate proceedings to revoke the institution's approval to operate within 15 days unless the institution does any of the following:

- (A) Pays its annual fee and penalty fee.
- (B) Provides evidence of payment.
- (C) Establishes that no payment is owed.

(2) If the institution fails to do any of the acts described in subparagraphs (A) through (C) of paragraph (1) within the prescribed time period, the Bureau shall initiate proceedings to revoke the institution's approval to operate. Prior to taking any action for revocation, the Bureau will notify the institution of its right to request a hearing and present evidence. If a hearing is requested, it shall be limited to the issues of whether an annual fee or penalty was owed and, if so, whether the annual fee and penalty was paid when originally due.

Based upon the current Reform Act, there is no provision that allows BPPVE to accept partial payment of Annual Fees. Therefore, we recommend that institutions continue to submit full payments to the BPPVE as required by law. Should you have additional questions, please feel free to email the Bureau at bppve.ca.gov. In closing, we appreciate your understanding and patience as the Bureau nears the sunset.

Sincerely,

A handwritten signature in cursive script that reads 'Barbara Ward'.

Bureau Chief